



CITY OF GRAND JUNCTION, COLORADO

PROFESSIONAL SERVICES CONTRACT

This CONTRACT made and entered into this **14th** day of **July, 2021** by and between the **City of Grand Junction, Colorado**, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and **Sunshine Enterprise USA LLC of Maitland, FL**, hereinafter in the Contract Documents referred to as the "Contractor."

The Contractor shall perform the work set forth and described by the Solicitation Documents and known as **RFP-4890-21-SH Recruitment for Development Engineer**.

The total amount of the Contract shall not exceed **\$17,589.00** paid by the Owner. The Contractor shall be paid only upon the successful hire of Sunshine Enterprise's applicant. The above not-to-exceed figure was obtained by using Sunshine Enterprise's proposal of 20% of the annual salary upon hire. The highest annual salary to be paid up on hire is \$87,944, but is expected to be lower.

This award is split between two (2) firms and both firms will be utilized by the City of Grand Junction to fill the vacant position of Development Engineer. The contracts are nonexclusive, and the Owner reserves the right to use other means to fill the position. The second firm chosen is Baker Tilly US, LLP of Plano, TX.

This contract signifies approval that Grand Junction Human Resources may work with each individual firm as needed, if needed.

To receive payment, Contractor must **submit invoices to Baylee Gregor, Human Resources Analyst at bayleeg@gicity.org** once the position for Development Engineer has been filled by Sunshine Enterprise.

Contract Administrator for the Owner is **Baylee Gregor, Human Resources Analyst, 970-244-4035, bayleeg@gicity.org**

Contract Administrator for the Contractor is **Sam Faragalla, Executive Vice President, 407-308-7989, samf@seu-usa.com**.

The term of this Contract shall be from **July 14, 2021 to July 14, 2022**, with the option for up to three (3) annual renewals at the same rates noted above.

Firms shall provide the insurance bonds and indemnities required in the Solicitation Documents.

Contract Documents: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents. It is agreed by the parties hereto that the following list of instruments, drawings, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the Contract, and all of said instruments, drawings, and documents together as a whole constitute the Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein. The order of contract document governance shall be as follows:

- a. The body of this contract agreement
- b. Solicitation Documents for the Project and all Addenda; **RFP-4890-21-SH**;
- c. Contractors Response to the Solicitation
- d. Change Orders.

CITY OF GRAND JUNCTION, COLORADO

DocuSigned by:
By: Shelley Caskey
Shelley Caskey, Human Resources Director

7/15/2021 | 12:29 MDT
Date

SUNSHINE ENTERPRISE USA LLC

DocuSigned by:
By: Sam Paragalla
Title: Sam Paragalla, Vice President

7/14/2021 | 15:14 EDT
Date



Request for Proposal RFP-4890-21-SH

RECRUITMENT FOR DEVELOPMENT ENGINEER

RESPONSES DUE:

June 8, 2021 prior to 2:30 P.M.

Accepting Electronic Responses Only

Through the Rocky Mountain E-Purchasing System

<http://www.bidnetdirect.com/colorado>

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

PURCHASING REPRESENTATIVE:

Susan Hyatt

susanh@gjcity.org

970/244-1513

**ALL BID OPENINGS WILL BE HELD ELECTRONICALLY.
SEE SECTION 1.5 FOR DETAILS**

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

REQUEST FOR PROPOSAL

Development Engineer Recruitment

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REQUEST FOR PROPOSAL

SECTION 1.0: ADMINISTRATIVE INFORMATION & CONDITIONS FOR SUBMITTAL

- 1.1 Issuing Office:** This Request for Proposal (RFP) is issued for the City of Grand Junction (City) on behalf of the Human Resources Department. All contact regarding this RFP is directed to:

RFP QUESTIONS:

Susan Hyatt

susanh@gjcity.org

The City would like to remind all Contractors, Sub-Contractors, Vendors, Suppliers, Manufacturers, Service Providers, etc. that (with the exception of Pre-Bid or Site Visit Meetings) all questions, inquiries, comments, or communication pertaining to any formal solicitation (whether process, specifications, scope, etc.) must be directed (in writing) to the Purchasing Agent assigned to the project. Direct communication with the City assigned Project Managers/Engineers is not appropriate for public procurement prior to award, and may result in disqualification.

- 1.2 Purpose:** The purpose of this RFP is to obtain proposals from qualified professional firms to provide Recruiting Services for a Development Engineer.
- 1.3 Compliance:** All participating Offerors, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this RFP as stated or implied herein. Should the City omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offeror(s) shall secure instructions from the Purchasing Division prior to the date and time of the submittal deadline shown in this RFP.
- 1.4 Procurement Process:** Procurement processes shall be governed by the most current version of the City of Grand Junction [Purchasing Policy and Procedure Manual](#).
- 1.5 Submission:** Please refer to section 5.0 for what is to be included. ***Each proposal shall be submitted in electronic format only through the Rocky Mountain E-Purchasing website, <http://www.bidnetdirect.com/colorado>. This site offers both "free" and "paying" registration options that allow for full access of the City's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) The uploaded response to this RFP shall be a single PDF document with all required information included.*** For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive.

**Please join the virtual solicitation opening for Recruitment for Development Engineer RFP-4890-21-SH on GoToConnect from your computer using the Chrome browser. <https://app.goto.com/meet/593754421>
You can also dial in using your phone.**

Dial-In
(646) 749-3129
Access Code
593-754-421
Audio PIN
1

- 1.6 Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline.
- 1.7 Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award. The Offeror so agrees upon submittal of their proposal. After award this statement is not applicable.
- 1.8 Acceptance of Proposal Content:** The contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award and such vendor shall be removed from future solicitations.
- 1.9 Exclusion:** No oral, telegraphic, or telephonic proposals shall be considered.
- 1.10 Addenda:** All Questions shall be submitted in writing to the appropriate person as shown in Section 1.1. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the Rocky Mountain E-Purchasing website at www.bidnetdirect.com/colorado. Offerors shall acknowledge receipt of all addenda in their proposal.
- 1.11 Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The City reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions in the section pertaining to that area. Exception/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of work contained herein.
- 1.12 Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **“Confidential Disclosure”** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material

to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the Purchasing Supervisor. If denied, the proposer shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

1.13 Response Material Ownership: All proposals become the property of the City upon receipt and shall only be returned to the proposer at the City's option. Selection or rejection of the proposal shall not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations outlined in the section 1.12 entitled "Confidential Material". Disqualification of a proposal does not eliminate this right.

1.14 Minimal Standards for Responsible Prospective Offerors: A prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:

- Have adequate financial resources, or the ability to obtain such resources as required.
- Be able to comply with the required or proposed completion schedule.
- Have a satisfactory record of performance.
- Have a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award and enter into a contract with the City.

1.15 Open Records: Proposals shall be received and publicly acknowledged at the location, date, and time stated herein. Offerors, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of process. However, all proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by offer as such shall be treated as confidential by the City to the extent allowable in the Open Records Act.

1.16 Sales Tax: City of Grand Junction is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

1.17 Public Opening: Proposals shall be opened in the City Hall Auditorium immediately following the proposal deadline. Offerors, their representatives and interested persons may be present. Only the names and locations on the proposing firms will be disclosed.

SECTION 2.0: GENERAL CONTRACT TERMS AND CONDITIONS

2.1. Acceptance of RFP Terms: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its proposal and the City's RFP requirements.

Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

- 2.2. Execution, Correlation, Intent, and Interpretations:** The Contract Documents shall be signed in not less than triplicate by the City and Contractor. City will provide the contract. By executing the contract, the Contractor represents that he/she has visited the site, familiarized himself with the local conditions under which the Work is to be performed, and correlated his observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by any one, shall be as binding as if required by all. The intention of the documents is to include all labor, materials, equipment and other items necessary for the proper execution and completion of the scope of work as defined in the technical specifications and drawings contained herein. All drawings, specifications and copies furnished by the City are, and shall remain, City property. They are not to be used on any other project, and with the exception of one contract set for each party to the contract, are to be returned to the owner on request at the completion of the work.
- 2.3. Permits, Fees, & Notices:** The Contractor shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the work. If the Contractor observes that any of the Contract Documents are at variance in any respect, he shall promptly notify the City in writing, and any necessary changes shall be adjusted by approximate modification. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the City, he shall assume full responsibility and shall bear all costs attributable.
- 2.4. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the City Purchasing Division.
- 2.5. Assignment:** The Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the City.
- 2.6. Compliance with Laws:** Proposals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.7. Confidentiality:** All information disclosed by the City to the Offeror for the purpose of the work to be done or information that comes to the attention of the Offeror during the course of performing such work is to be kept strictly confidential.
- 2.8. Conflict of Interest:** No public official and/or City employee shall have interest in any contract resulting from this RFP.
- 2.9. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the City, shall constitute a contract equally binding between the City and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or

agreements, either written or oral, including the Proposal documents. The contract may be amended or modified with Change Orders, Field Orders, or Addendums.

- 2.10. Project Manager/Administrator:** The Project Manager, on behalf of the City, shall render decisions in a timely manner pertaining to the work proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.
- 2.11. Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- 2.12. Employment Discrimination:** During the performance of any services per agreement with the City, the Offeror, by submitting a Proposal, agrees to the following conditions:
- 2.12.1.** The Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2.12.2.** The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.
 - 2.12.3.** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 2.13. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et seq.* (House Bill 06-1343).
- 2.14. Ethics:** The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the City.
- 2.15. Failure to Deliver:** In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the City may have.
- 2.16. Failure to Enforce:** Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to

enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

- 2.17. Force Majeure:** The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.
- 2.18. Indemnification:** Offeror shall defend, indemnify and save harmless the City, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Offeror, or of any Offeror's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the City growing out of such injury or damages.
- 2.19. Independent Firm:** The Offeror shall be legally considered an Independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants or agents of the City. The City shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The City shall not withhold from the contract payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Firm. Further, the City shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the City for its employees.
- 2.20. Nonconforming Terms and Conditions:** A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The City reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.
- 2.21. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the City.
- 2.22. Oral Statements:** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement. All modifications to this request and any agreement must be made in writing by the City.
- 2.23. Patents/Copyrights:** The Offeror agrees to protect the City from any claims involving infringements of patents and/or copyrights. In no event shall the City be liable to the Offeror for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.

- 2.24. Remedies:** The Offeror and City agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.25. Venue:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.
- 2.26. Expenses:** Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the company and can not be charged to the City.
- 2.27. Sovereign Immunity:** The City specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.
- 2.28. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the City of Grand Junction budget approved by the City Council for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated City of Grand Junction fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.
- 2.29. Collusion Clause:** Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The City may or may not, at the discretion of the City Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.
- 2.30. Gratuities:** The proposer certifies and agrees that no gratuities, kickbacks or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract. If the proposer breaches or violates this warranty, the City may, at their discretion, terminate this contract without liability to the City.
- 2.31. Safety Warranty:** Offeror also warrants that the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.
- 2.32. OSHA Standards:** All Offerors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the City may require the services to be redone at no additional expense to the City.
- 2.33. Performance of the Contract:** The City reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of resulting contract award.

- 2.34. Benefit Claims:** The City shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the City for its employees.
- 2.35. Default:** The City reserves the right to terminate the contract immediately in the event the Offeror fails to meet delivery or completion schedules, or otherwise perform in accordance with the accepted proposal. Breach of contract or default authorizes the Owner to purchase like services elsewhere and charge the full increase in cost to the defaulting Offeror.
- 2.36. Multiple Offers:** Proposers must determine for themselves which product to offer. If said proposer chooses to submit more than one offer, THE ALTERNATE OFFER must be clearly marked "Alternate Proposal". The City reserves the right to make award in the best interest of the City.
- 2.37. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the City. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Proposal. The quantities furnished in this proposal document are for only the City. It does not include quantities for any other jurisdiction. The City will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The City accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.
- 2.38. Definitions:**
- 2.38.1.** "Contractor" refers to the person, partnership, firm or corporation entering into an Agreement with the City for the services required and the legal representatives of said party or the agent appointed to act for said party in the performance of the service(s) contracted for.
- 2.38.2.** "Offeror" refers to the person or persons legally authorized by the Consultant to make an offer and/or submit a bid (fee) proposal in response to the City's RFP.
- 2.38.3.** The term "Work" includes all labor necessary to produce the requirements by the Contract Documents, and all materials and equipment incorporated or to be incorporated in such construction.
- 2.38.4.** "City" is the City of Grand Junction, Colorado and is referred to throughout the Contract Documents. The term City means the City or his authorized representative. The City shall, at all times, have access to the work wherever it is in preparation and progress. The Contractor shall provide facilities for such access. The City will make periodic visits to the site to familiarize himself generally with the progress and quality of work and to determine, in general, if the work is proceeding in accordance with the contract documents. Based on such observations and the Contractor's Application for Payment, the City will

determine the amounts owing to the Contractor and will issue Certificates for Payment in such amounts, as provided in the contract. The City will have authority to reject work which does not conform to the Contract documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure the proper implementation of the intent of the Contract Documents, he will have authority to require the Contractor to stop the work or any portion, or to require special inspection or testing of the work, whether or not such work can be then be fabricated, installed, or completed. The City will not be responsible for the acts or omissions of the Contractor, and sub-Contractor, or any of their agents or employees, or any other persons performing any of the work.

2.38.5. "Contractor" is the person or organization identified as such in the Agreement and is referred to throughout the Contract Documents. The term Contractor means the Contractor or his authorized representative. The Contractor shall carefully study and compare the General Contract Conditions of the Contract, Specification and Drawings, Scope of Work, Addenda and Modifications and shall at once report to the City any error, inconsistency, or omission he may discover. Contractor shall not be liable to the City for any damage resulting from such errors, inconsistencies, or omissions. The Contractor shall not commence work without clarifying Drawings, Specifications, or Interpretations.

2.38.6. "Sub-Contractor" is a person or organization who has a direct contract with the Contractor to perform any of the work at the site. The term sub-contractor is referred to throughout the contract documents and means a sub-contractor or his authorized representative.

2.39 Public Disclosure Record: If the bidder has knowledge of their employee(s) or sub-Bidders having an immediate family relationship with a City employee or elected official, the bidder must provide the Purchasing Representative with the name(s) of these individuals. These individuals are required to file an acceptable "Public Disclosure Record", a statement of financial interest, before conducting business with the City.

2.40 Keep Jobs in Colorado Act: Developer shall be responsible for ensuring compliance with Article 17 of Title 8, Colorado Revised Statutes requiring 80% Colorado labor to be employed on public works projects. Developer shall, upon reasonable notice provided by the City, permit the City to inspect documentation of identification and residency required by C.R.S. §8-17-101(2)(a). If Developer claims it is entitled to a waiver pursuant to C.R.S. §8-17-101(1), Developer shall state that there is insufficient Colorado labor to perform the work such that compliance with Article 17 would create an undue burden that would substantially prevent a project from proceeding to completion, and shall include evidence demonstrating the insufficiency and undue burden in its response.

Unless expressly granted a waiver by the City pursuant to C.R.S. §8-17-101(1), Developer shall be responsible for ensuring compliance with Article 17 of Title 8, Colorado Revised Statutes requiring 80% Colorado labor to be employed on public works. Developer shall, upon reasonable notice provided by the City, permit the City to inspect documentation of identification and residency required by C.R.S. §8-17-101(2)(a).

"Public Works project" is defined as:

- (a) any construction, alteration, repair, demolition, or improvement of any land, building, structure, facility, road, highway, bridge, or other public improvement suitable for and intended for use in the promotion of the public health, welfare, or safety and any maintenance programs for the upkeep of such projects
- (b) for which appropriate or expenditure of moneys may be reasonably expected to be \$500,000.00 or more in the aggregate for any fiscal year
- (c) except any project that receives federal moneys.

SECTION 3.0: INSURANCE REQUIREMENTS

Insurance Requirements: The selected Firm agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Firm shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

Firm shall procure and maintain and, if applicable, shall cause any Subcontractor of the Firm to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to The City. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Firm pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Consultant's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (a), (b), and (c) above shall be endorsed to include the City and the City's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, or carried by or provided through any insurance pool of the City, shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under any policy required above.

SECTION 4.0: SPECIFICATIONS/SCOPE OF SERVICES

4.1. General/Background: The City of Grand Junction (City) is seeking proposals from interested and qualified firms to provide recruitment services related to the search, recruitment and hiring of a Development Engineer. The hiring range for a Development Engineer is \$7,328 - \$8,091 monthly.

The Community Development Department guides and promotes development that is vibrant, safe, provides a healthy lifestyle and has a broad and balanced range of land uses. It supports a community that provides quality employment opportunities with a mix of job types, has a diversity of housing, has exceptional medical and educational facilities and is child and senior friendly.

The selected Recruiting Firm (Firm) shall provide recruiting services for the purpose of filling the City's Development Engineer position. The ideal firm will have proven experience working with local governments, specifically municipalities and more specifically the position of Development Engineer. Candidates should ideally have experience with local government (municipalities).

4.2. Specifications/Scope of Services: The Firm shall prepare applicants to participate in the interview process and assist the City in the process of finding the correct individual to fill the position. The awarded Firm shall:

- 4.2.1.** Identify potential contacts.
- 4.2.2.** Conduct personal outreach recruiting.
- 4.2.3.** Review resumes for background and qualifications.
- 4.2.4.** Clarify each applicant's experience.
- 4.2.5.** Prepare a written summary of 10 – 15 candidates with the most promising qualifications.

- 4.2.6. Evaluate candidates for serious consideration and provide a minimum of five qualified candidates to interview.
- 4.2.7. Following interviews conducted by the City, debrief with the City and identify additional candidates if necessary.

4.4 RFP Tentative Calendar of Events:

Request for Proposal available on or about	May 13, 2021
Inquiry deadline, no questions after this date	May 25, 2021
Addendum issue, if required	May 28, 2021
Submittal deadline for proposals	June 8, 2021 prior to 2:30 PM
City evaluation of proposals	June 9 – 11, 2021
Final selection	June 14, 2021
Contract execution	June 15, 2021

4.5 Contract Period: The initial contract period shall be twelve (12) months beginning upon the execution of a subsequent contract. The awarded contractor and the City covenant and agree that this Proposal or subsequent contract may, upon mutual agreement of the supplier and the City, be extended under the terms and conditions of the contract for three (3) additional one (1) year periods, contingent upon the applicable fiscal year funding.

4.6 Award: The City reserves the right to award to more than one recruiter as a result of this solicitation process. The resulting contract(s) will be non-exclusive, meaning the City reserves the right to use other means of hiring a Development Engineer as deemed necessary.

SECTION 5.0: PREPARATION AND SUBMITTAL OF PROPOSALS

Submission: Each proposal shall be submitted in electronic format only through the Rocky Mountain E-Purchasing website, <http://www.bidnetdirect.com/colorado>. This site offers both “free” and “paying” registration options that allow for full access of the City’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please Plan accordingly.) The uploaded response to this RFP shall be a single PDF document with all required information included. For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section 5.0 “Preparation and Submittal of Proposals.” Offerors are required to indicate their interest in this Project, show their specific experience and address their capability to perform the Scope of Services in the Time Schedule as set forth herein. For proper comparison and evaluation, the City requires that proposals be formatted **A to F**.

- A. Cover Letter:** Cover letter shall be provided which explains the Firm’s interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm’s principal contact person with City’s Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Contractor agrees to all requirements herein.
- B. Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a Recruiting Firm to the City of Grand Junction and include prior experience in similar projects.
- C. Strategy and Implementation Plan:** Describe your (the firm’s) interpretation of the City’s objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. The Firm may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished. Include a **time schedule** for completion of your firm’s implementation plan and an estimate of time commitments from City staff.
- D. References:** A minimum of three (3) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. Fee Proposal:** Provide a complete list of costs using Solicitation Response Form found in Section 7.
- F. Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project, including any alternative ordering and/or inventory management options available.

SECTION 6.0: EVALUATION CRITERIA AND FACTORS

6.1 Evaluation: An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

6.2 Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein. Evaluation will be done in accordance with the criteria and procedure defined herein. The City reserves the right to reject any and all proposals. The following parameters will be used to evaluate the submittals.

- **Responsiveness of submittal to the RFP**
(Contractor has submitted a proposal that is fully comprehensive, inclusive, and conforms in all respects to the Request for Proposals (RFP) and all of its requirements, including all forms and substance.)
- **Fees**
(Contractor has submitted prices in a clear manner and addresses each line item accordingly.)
- **Understanding of the project and the objectives**
(Contractor's ability to demonstrate a thorough understanding of the City's goals pertaining to this specific project.)
- **Experience**
(Firm's proven proficiency in the successful completion of similar projects.)
- **Necessary Resources/Capability**
(Firm has provided sufficient information proving their available means to perform the required scope of work/service; to include appropriate bonding, insurance and all other requirements necessary to complete the project.)
- **Strategy & Implementation Plan**
(Firm has provided a clear interpretation of the City's objectives in regard to the project, and a fully comprehensive plan to achieve successful completion. See Section 5.0 Item C. – Strategy and Implementation Plan for details.)
- **References**
(Proof of performance in projects of similar scope and size from previous clients. See Section 5.0 Item E – References.)

City also reserves the right to take into consideration past performance of previous awards/contracts with the City of any vendor, contractor, supplier, or service provider in determining final award(s). The City will undertake negotiations with the top rated firm and will not negotiate with lower rated firms unless negotiations with higher rated firms have been unsuccessful and terminated.

6.3 Oral Interviews: The City may invite the most qualified rated proposers to participate in oral interviews.

6.4 Award: Firms shall be ranked or disqualified based on the criteria listed in Section 6.2. The City reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.

SECTION 7.0: SOLICITATION RESPONSE FORM
Offeror must submit entire Form completed, dated and signed.

Proposed Fee for recruiting services: _____% of annual salary upon hire.

The City reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of _____ percent of the net dollar will be offered to the City if the invoice is paid within _____ days after the receipt of the invoice. The City reserves the right to take into account any such discounts when determining the bid award that are no less than Net 10 days.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____.

It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.

Company Name – (Typed or Printed)

Authorized Agent – (Typed or Printed)

Authorized Agent Signature

Title

Address of Offeror

City, State, and Zip Code

Phone Number

Email



Purchasing Division

ADDENDUM NO. 1

DATE: May 27, 2021
FROM: City of Grand Junction Purchasing Division
TO: All Interested Parties
RE: Recruitment for Development Engineer RFP-4890-21-SH

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following:

Question 1: Do we have the option to submit an all-inclusive fee or is submitting a professional fee based on a percentage of the annual salary the only option?

Answer: An all-inclusive fee is acceptable but will only be paid upon hire of your applicant. The City will not pay for work that does not lead to a hire.

The original solicitation for the project referenced above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in blue ink that reads "Susan J. Hyatt".

Susan Hyatt, Senior Buyer
City of Grand Junction, Colorado



REQUEST FOR PROPOSALS (RFP)

CITY OF GRAND JUNCTION RECRUITMENT FOR DEVELOPMENT ENGINEER

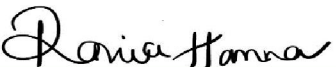
RFP #: RFP-4890-21-SH

June 4, 2021

Due Date: June 8, 2021

SUBMITTED BY:

RANIA HANNA

Signature: 

PRESIDENT

Sunshine Enterprise USA LLC

500 Winderley Pl., St 218,

Maitland, FL 32751

C: +1 (407) 308-7989

E: Raniah@seu-usa.com

Tax ID: 82-2013540

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

Letter of Transmittal

On behalf of Sunshine Enterprise USA, we would like to thank you, for giving us the opportunity to participate in the subject bid.

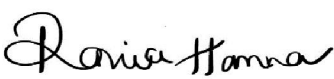
Sunshine Enterprise USA specializes in workforce recruitments for a wide variety of positions including Transportation, Transit, city/county managers, and directors and managers in: finance, human resources, IT, healthcare, public works, customer service, safety (utilities, oil, gas, construction, police and fire, etc.), human services, information systems, construction, utilities, and much more. We believe we are uniquely suited to design and deliver a recruitment and staffing strategies that will work well with your organization's specific needs and goals.

As a retained recruiting and staffing firm, we ascribe to ethical standards which focus on professionalism, integrity, competence, objectivity, accuracy, avoidance of conflicts of interest, confidentiality, loyalty to the client and candidate, equal opportunity, and the public interest. We specialize in assisting public sector organizations as they seek management talent to help lead important public service organizations such as yours. Our client list shares some of our experience in recruiting leadership for the nation's cities, counties, utilities, marine, construction, regional authorities, and other organizations.

We appreciate the opportunity to submit this proposal and look forward to discussing our qualifications and approach with you with regard to your present and future needs.

In the meantime, if you have any questions or require additional information, please feel free to call me.

I am an authorized representative of our firm, and by submission of this proposal am committing to provide the services in accordance with all project requirements. I will also serve as the primary contact person. My direct telephone number and e-mail are listed below, and the mailing address is printed on this cover letter.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Contact Information

Contact Information for Binding Official / Primary Contact

Rania Hanna, President
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 218, Maitland, FL 32751
Phone no.: 407-633-0188
Email: raniah@seu-usa.com

Project Manager and Liaison Officer of this bid 24/7

Sam Faragalla, Executive Vice President
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 218, Maitland, FL 32751
Phone no.: 407-308-7989
Email: samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

STATEMENT OF INTEREST

Purchasing and Hiring Committee:

Sunshine Enterprise USA LLC dba Sunshine Enterprise USA is pleased to submit herewith our letter of interest to participate in this solicitation. Since being invited to address this exciting opportunity, our team members have collaborated to produce a preliminary plan that we believe we are fully confident to support your team providing Executive Professional Search and Recruitment Services.

As you know, we are a team of professionals with a proven track record in this region that has the ability to successfully transform our plan into reality. Our team is comprised of members who have worked together on numerous successful projects. They have been assembled for this project because of the enormous trust and confidence they have in one another. You can be assured that our team will manage your requests carefully, and accountability for results will never be delegated.

Our crew size and staff can easily handle these jobs. Sunshine Enterprise USA is committed to making personnel available to all clients to whom we propose our services. We are continually hiring new team members to facilitate our growth. The staffing for this project will be:

- Sam Faragalla, Project Manager and Liaison Officer and will work closely with the hiring manager to cover all the needs on timely manner.
- Rania, Finance and Accounting and Billing
- Isabella Vicentelo, Executive Recruiter
- Helen Blondel, Executive Recruiter
- Angela Tester, Executive Recruiter
- Bekka Larson, Recruiter
- Cheyenne Henderson, Recruiter
- Micaela Tomaghelli, Executive Recruiter
- Vu Nguyen, IT Manager
- Mina Saleeb, IT Recruiter

We therefore look forward to offering our quality service. Thank you for giving us the opportunity to participate.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 218, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

QUALIFICATIONS/EXPERIENCE/CREDENTIALS

June 4, 2021



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

ORGANIZATION (*Qualifications and Consulting Staff*)

- Current Sunshine Enterprise USA staff are three. A partial listing of staff for assignment to assist the Client is included under “Project Team.” ninety percent (90%) woman-owned Company.
- No other firm other than Sunshine Enterprise USA is currently intended to be party to this proposal or fulfillment of the contract when approved.
- Organizational Chart:

President

Executive Vice President

Vice President and CFO

FIRM QUALIFICATIONS AND EXPERIENCE (*Qualifications*)

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our consulting and executive searches to the specific and unique needs of our clients, and to get results. We will work on a search until it is complete regardless of the time and effort required.

- We specialize in recruiting leadership for transportation, regional authorities, marine, cities, counties, state, education, healthcare, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- As previously noted, we have conducted about 690 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies:
 - Broward County – Executive Search (SVP and Directors level)
 - Pinellas Suncoast Transit Authority (PSTA) – Recruitment and Executive Search.
 - TBARTA Executive Search for the Executive Director



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

- Our team brings to this project a combination of background and skills vital to the requirements of the solicitation. As previously noted, the overall Project Manager will be Sam Faragalla, assisted by Rania Hanna and others who will also lend support as needed and are listed with their Bios below. Sam Faragalla will be the primary on-site manager. His background and experience include over 21 years of Recruitment and Executive Search experience on a national and global level.
- Our recruiters are all professionals, each with extensive management background as key executives in public organizations. The recruiters to be assigned to this work have significant personal experience recruiting a range of executive leadership and administrative roles for a broad range of clients. We assure that the individuals listed represent our current team assigned to search for Client and that any additional future staff assigned will be submitted to you for prior approval. We are available to immediately assist with your current needs.
- Current Sunshine Enterprise USA staff are ten. A listing of staff for assignment is included under "Project Team."
- The primary Sunshine Enterprise USA contacts for Client will be Sam Faragalla, MA, SHRM-SCP, Vice President; Rania Hanna, President; and other staff and research associates as needed.
- All of the above-mentioned staff may be involved in some phases and tasks of the search as previously outlined. On-sight representation will, however, primarily be the responsibility of Sam Faragalla and Rania Hanna. Research Staff will be responsible for advertising.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Sam Faragalla) will be available by office and cell phone on a seven day per week, 24 hours per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our temporary/recruitment services, consulting and executive searches to the specific and unique needs of our clients, and to get results.

- Although primarily known as a leading recruiting firm, Sunshine Enterprise USA also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have placed temp-to-hire, Contract-to-perm and direct placement i.e. Customer Services Representatives, IT, Project Engineers/Managers, Accountants, Billing Specialists, Financial Analysts, etc. for major employers such as Tampa International Airport, Pineelass Suncoast Authorities (PSTA), Clemson University, Gainesville Police Department and the Middlesex Corporation, etc.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.

Quality Assurance

Sam Faragalla, Vice President, leads the Quality Assurance for Sunshine Enterprise USA. Sam guides the staff in responding to project issues, challenges and responsibilities to provide quality on every project. To assure quality on a project Sam may work on any and or all of the following phases of the project as listed below:

- Interviews, hires and conducts orientation sessions for new hires
- Assistance Problem Solving for all Challenges on the Project
- Timely responses to project issues and complexities
- Amenable Solutions to meet the Clients quality requirements and Budget Constraints

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



SAMPLE PROFILES AND OTHER MATERIALS

Recruiting materials including announcements, ad copy/placements, networking and invitation letters, research listings and e-mail contact lists, position profile, recruitment brochure, supplemental candidate questionnaires, evaluation/screening sheets, resume summary materials(minis), evaluation/reference reports etc are usual in our searches and are developed to fit the specific client and position. We consider some of these materials to be proprietary but will be happy to share some of the formats etc. in advance if we are selected.

The recruitment brochure almost always includes: a description of the Organization and Community; an overview of the position with duties and responsibilities, Issues, Challenges and Opportunities, Qualifications including education and experience, candidate expertise, management style and personal traits, Compensation, and the Application Process. The brochure also includes pictures of the Organization and Communities, the District Logo etc.

We also conduct media checks on candidates as well as education, license and certification checks on leading candidates/finalists, being invited for interview. As previously mentioned we also arrange for a full and complete background check on the finalist(s) and have specific forms for education, certifying and licensing bodies, candidate signed release forms/authorization forms etc.

Sample profiles of previously conducted searches are attached.

Executive Search Recruited Positions

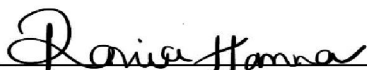
<p><u>Engineering /Public Works/Utilities</u> City Engineer - PSTA March 2018 DOT Engineers - PSTA December 2017 Assistant City Engineer Director of Public Services Public - City of Lansing, MI June 2017 Works Director - Maryland May 2019 Public Works Assistant Director Water District Executive Director Water District - City of Lansing, MI Feb 2018 General Manager Planning & Engineering Director - Clemson University Oct 2018 Director of Projects & Engineering - City of Commerce City, CO Nov 2017 Engineering Project Manager - The City of Columbus Feb 2019 City Planner - City of Bernardo, CA Aug 2019 Chief Plant Operator - Marion County, IN Dec 2015</p>	<p><u>Administrative Services/Internal Services</u> Administrative Services Director - County Carla July 2020 Manager of Town Services Management Assistant- The Town of Elkton August 2018 Chief Performance Officer - City of Santa Monica June 2019 Human Resources/Civil Services Director - City of Ann Arbor Oct 2019 Director of Human Resources & Risk Management Intergovernmental Services Manager - County of Sonoma June 2019 Fleet Equipment Services Manager - Middlesex Corp. July 2018 Arts Director - Mass. Cultural Council Jan 2020</p>
<p><u>Development Services</u> Community Development Director- Los Angeles County, CA Nov 2017 Manager Development Services Director - Denton County, TX Aug 208 Deputy Director of Development Services Tourism and Community Development Director - City of Bloomington, IL Aug 2019</p>	<p><u>Construction</u> Field Engineers - Middlesex Corp. Jan 2020 Project Engineers - Superior Const. Aug. 2020 Project Schedulers (Primavera Project Managers - Middlesex Corp. Dec 2019 Project Executive - Middlesex Corp. March 2020 Project Superintendent - Pepper Contracting Jan 19 Resident Engineers - Prince Contracting Nov 2018 Cost Engineers - Superior Const. July 2020</p>
<p><u>Information Technology</u> IT Director - Littleton, MA Dec 2019 IT Manager - Middlesex County Nov 2018 IT Manager (Police Department) - City of Lighthouse Point March 2018 IT Developer - Goochland County March 2018 GIS Manager - Town of Hilton Head Island- Sept 2018 Senior Software Developer - The Port Authority of NY & NJ March 2019</p>	<p><u>Accounting/Safety/EMS/Emergency Management</u> Emergency Management Coordinator EMS - Executive Director City of Lighthouse Point July 18 Director of Safety - Superior Const. Aug 2020 Safety Manager - Middlesex Cor[. Dec 2019 Finance Controller/Auditor/Comptroller Senior Accountant Budget Officer - Maryland State Department of Education March 2018 Chief Accounting Officer - Middlesex Corp. Nov 19</p>



Timeline (Standard Search)

Task	Weeks
<ul style="list-style-type: none">• Contract Executed• Outline Project Plan, Timeline• Individual Interviews with Search Committee/ Key Personnel/ Community Leaders (if desired)	Week 1
Final recruitment Brochure released <ul style="list-style-type: none">• Development of Position Profile Brochure• Search Committee Reviews and Approves Brochure	Week 2
Open recruitment <ul style="list-style-type: none">• Ad Placements• Accept Applications• Screen Applications (paper review and phone interview)• Triage and Scoring of Resumes• Search Committee Briefing (Slide Presentation)/Select Semifinalists	Weeks 3-7
Close recruitment	Week 8
QAI <ul style="list-style-type: none">• Candidates Complete Questionnaire and Online Interviews• Deliverable: Semifinalist Briefing Books• Comprehensive Background Screening Report• Candidates Complete DiSC Management Assessment• Candidates Complete I-OPT Assessment	Weeks 8-10
Hiring Interview <ul style="list-style-type: none">• Deliverable: Finalist Briefing Books• Stakeholder Engagement (if desired)• Conduct Interviews• Reference Checks• Negotiations• Announcement/Press Release (if desired)	Weeks 11-12

**Each search timeline is different based on the particular needs of the organization. Sunshine Enterprise USA has completed searches in as little as 45 days, although this is not the recommended approach. We have also extended searches well beyond 15 weeks, based on the preference of the client.*

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Executive Recruitment Team

Our executive recruitment team of Mr. Sam Fargalla, Ms. Helen Blondel, Ms. Angela Tester, Ms. Bekka Larson, Ms Cheyenne Henderson and Ms. Rania Hanna possesses extensive public sector recruiting experience and will serve as resources throughout this recruitment effort. The specific project manager will be determined based on our ability to meet all your customer service needs in a timely and effective manner. We do not utilize subcontractors and no staff members will be removed or replaced without the prior written concurrence of the District. Their full resumes follow.

Role/Project Assignment	Name	Phone	Email
Senior Executive Recruiter	Sam Faragalla	407-308-7989	samf@seu-usa.com
Executive Recruiter	Rania Hanna	407-633-0188	raniah@seu-usa.com
Executive Recruiter	Helen Blondel	407-636-2984	helenb@seu-usa.com
Executive Recruiter	Angela Tester	407-636-1231	Angelat@seu-usa.com
Executive Recruiter	Bekka Larson	407-768-1232	bekkal@seu-usa.com
Executive Recruiter	Cheyenne Henderson	407-636-2982	cheyenneh@seu-usa.com
Executive Recruiter	Micaela Tomaghelli	407-636-2982	hr@seu-usa.com
IT Recruiting Manager	Vu Nguyen	407-636-2982	it@seu-usa.com
IT Recruiter	Mina Saleeb	407-636-2982	it3@seu-usa.com

Key Personnel for this Project

Rania Hanna **President**

Rania Hanna is an expert in the Recruitment, Payroll, Accounting and Staffing Industry



After living abroad for a few years, Rania developed a passion for Staffing and Finance business. She joined a large company in 2002 and had the opportunity to work all over the world with individuals and Corporations. In 2016, she formed Sunshine Enterprise USA with the initial intention of working with just Recruitment, Staffing, and Payroll Services.

She started servicing clients in response to the varied work climate that accompanied the construction, utilities, environmental and civil engineering industries. The constant disparities in workloads, varying contract locations, seasonal requirements and periodic need for specialists or professionals with unique skills makes it difficult to maintain proper staffing levels in these sectors. Understanding these recurring niche industry problems, Rania was chartered to serve the staffing needs of industries with strict regulatory guidelines and cyclic/seasonal trends.

Rania is results orientated professional, offering over 15 years of progressive responsibility in recruiting. Consistently recognized as strategic and a change agent with the proven ability to design, build and re-organize recruitment teams to meet or exceed corporate talent objectives. Resourceful decision maker who combines integrity, exemplary leadership and proven operational skill to lead complex projects from conception through completion. Motivated by quality and the customer experience, looks for out-of-the-box solutions in delivering best practice results.

Sam Faragalla, MA, SHRM-SCP
Vice President, Marketing and Business Development
Project manager and liaison officer for this bid



Sam Faragalla, MA, SHRM-SCP is an expert in the Staffing and Recruitment industry. He is Human Resources Executive with over 15 years of comprehensive human resources experience including staffing, recruitment and retention, conflict resolution, change management, labor relations and benefits administration. Proven experience collaborating with senior management to conduct Human Resources strategic planning in order to support and further corporate goals. Possess broad knowledge of human resources in a variety of sectors including union and non-union environments and Fortune 500 companies with a large number of exempt/non-exempt employees. Demonstrated experience initiating cost containment strategies resulting in significant savings. Excellent ability to address and implement strategic plans for talent acquisition, retention and succession planning. Proven skills in labor and employment law including complaint investigation to thwart legal action.

Expertise in

Operations Management
Training & Development
Employee Relations

Compensation/Benefits Design
Harassment/EEO Compliance
Policy Design & Administration

He has been involved with his current and previous employers in a variety of projects. These projects include both public and private sector work, as either a prime or subcontractor. Public projects were large bid projects. These projects range from less than \$100M to in excess of \$600 million, individually.

Also, as part of his background, he has worked overseas in Oil & Gas then locally in Transit, Transportation and Heavy Civil Construction industries. Regardless of titles, all the roles he has filled has been "Hands-On" with day-to-day involvement in routine tasks, as well as managing the Business and Projects. He has a strong expertise in:

- Executive Recruitment Industries (Utilities, Infrastructure, Environmental, Marine, Construction, Oil & Gas, Manufacturing and Industrial)
- Recruitment and retention
- Employee relations and mediation
- Handbooks, policies and procedures
- Total Rewards and Benefits management
- Morale and communications
- Mentoring and counsel of staff and management
- Employment law & Legal compliance issues
- Performance management
- Diversity and Inclusion
- Corporate Social Responsibility

Sam maintains SHRM- Senior Certified Professional HR certifications that is along with his Master and Bachelor Degree.

Landon Mills Business Development Specialist

Landon is a seasoned business and administrative professional, with over 15 years of experience building and managing business relationships. His passion for problem-solving collectively reinforce his connection with clients, enabling enduring and mutually prosperous relationships.

For over 10 years, Landon was an award-winning employee of the Walt Disney Company in a variety of different positions. He is highly experienced in staffing senior leaders, managing special projects, and strategically restructuring workflows. As a collaborative team player, he has a successful track record of spearheading new initiatives that increase productivity and team morale.



Professional Experience

- Landon's extensive project management, workflow optimization, administrative support, customer service, and business development experience spans through a wide range of business industries including: business operations, entertainment, scheduling and staffing, special events, hospitality and tourism. He fully immerses himself into every role, gaining a better understanding of industry mechanics. This measured practice enables Landon to function as an insightful, efficient, and strategic member of any team.
- In former positions, Landon was a key member of a dynamic team that drove a historic multi-million dollar business transformation and expansion. He streamlined the daily team scheduling system; replacing a labor-intensive process with a highly-efficient and interactive digitized solution with a nearly 0% error rate. Also, Landon spearheaded an internal team communication initiative, resulting in greater cross-functional partnership within the company as well as the development of best practices that enhanced both the client and employee experience.

Education

- Bachelor's degree in Business Marketing Management from Virginia Polytechnic Institute and State University; graduated in 2009.

Isabella Vicentelo

Executive Recruiter

Isabella is a tenured executive recruiter with a proven history connecting talent with our regional and nationwide clients. Strong experience in Hospitality, Sales, Executive Search, Client Relationship Management, Candidate Interactions and Team Building. She has passion to find the right fit for both clients and candidates. Her mission as an executive recruiter is to identify potential, motivation and passion in my candidates and change their lives by offering them an opportunity to work alongside with great leaders, mentors, and entrepreneurs – willing to train, encourage and recognize great talent. By nurturing the potential and talent of an individual, organizations can build great winning teams.



Professional Experience

- Her focus is recruiting great people for great clients nationwide in the digital analytics side of marketing, and executive positions within the construction, IT, Healthcare industries along with government Sector.
- Isabella’s extensive sales, marketing, and business development experience spans a wide swath of industries, which include, finance, medical, security, staffing, events, entertainment, hospitality, and tourism. She fully immerses herself into every role, to gain a better understanding of industry mechanics. This measured practice enables Isabella to function as an insightful, efficient, and strategic member of any team.
- In every former position, Isabella was assigned three primary functions/responsibilities. Firstly, he served in a business development and community relations capacity, forging alliances with industry leaders and peripheral service partners. Her secondary capacity was marketing; responsible for creation, management, and maintenance of the company image - which included branding, advertising, design, and promotions. Lastly, Isabella functioned as a sales manager, responsible for drafting proposals, negotiating terms, and bidding/crafting contracts.

Education

- Bachelor’s degree in Criminal Justice from The University of Anna G Mendes and is pursuing her Master Degree in Social Sciences.

Amy Pelland
Senior Executive Recruiter

Amy is a Recruiting and HR professional with years of progressive experience identifying individuals' strengths.

With a Bachelor of Science from Florida International University, she began her career after college as a Career Services Coordinator at a well-known Computer Sciences School. Amy has placed over 250 successful candidates covering all areas of public sector executive search including city, county, state, special district, and regional governments.



Professional Experience

- In addition to recruiting experience Amy is also a Veteran and served 6 years in the US Air Force as a Medic. She has served her country but stateside and overseas to include a deployment to Afghanistan.
- Conducting public sector recruitments for executive level positions (includes upper- and mid-management, department directors, and council/board appointed positions).
- Managing entire recruitment process: develop and submit responses to proposals, meet with clients to understand their recruitment needs and develop a project plan, develop marketing brochures for recruitments, place advertisements, and research and identify potential candidates. Proactively contact potential candidates; market the position to them. Conduct screening interviews. Facilitate the entire interview process. Perform thorough reference checks and oversee extensive background checks on candidates. Negotiate employment agreements.

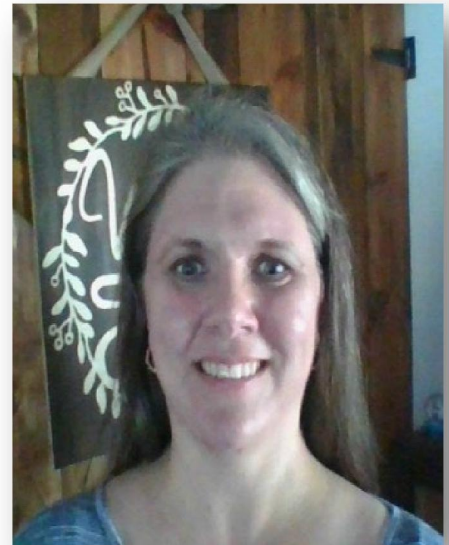
Education

- Western Governors University: Bachelor of Science in Human Resources Management

Angela Tester

Senior Executive Recruiter

Since joining SEU, Angela Tester has conducted over 250 successful recruitments covering all areas of public sector executive search including city, county, state, special district, and regional governments. She has extensive experience in conducting high-level recruitments for council/board appointed positions, as well as executive recruitments for mid-management and department head level positions in community development/planning, finance, human resources, information technology, legal, parks and recreation, public safety, and public works/utilities.



Professional Experience

- Conducting public sector recruitments for executive level positions (includes upper- and mid-management, department directors, and council/board appointed positions).
- Managing entire recruitment process: develop and submit responses to proposals, meet with clients to understand their recruitment needs and develop a project plan, develop marketing brochures for recruitments, place advertisements, and research and identify potential candidates. Proactively contact potential candidates; market the position to them. Conduct screening interviews. Facilitate the entire interview process. Perform thorough reference checks and oversee extensive background checks on candidates. Negotiate employment agreements.
- Angela has previously served as Case Manager for a Non-Profit Organization that assists the indigent population in finding specialty medical care. She has a wide variety of skills in working with various groups of people.

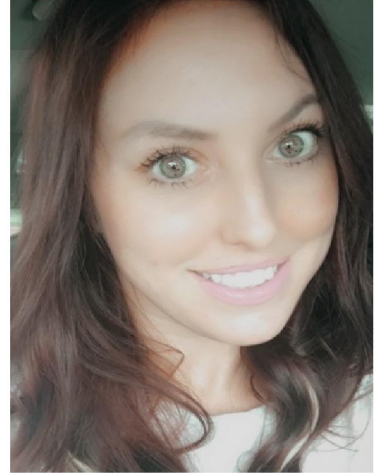
Education

- She has her Associates Degree in Christian Education.

Allison Reddick

Business Development Specialist

Allison has been part of the healthcare industry in various capacities since the age of fifteen. She started as a dietary aide at Azalea Trace Assisted living in Pensacola, FL. In addition, she has held many diverse positions in the healthcare field such as Home Healthcare, Human Resources, Sales and Marketing, Recruiting, Scheduling, Customer Service and Accounts Payable.



Allison has volunteered with Habitat for Humanity building houses for the less fortunate and is part of a local outreach program in her community. She holds honesty, integrity and compassion to a very high standard.

Professional Experience

- Working in the healthcare field for over a decade she has become deeply knowledgeable and driven. As she held the Human Resources role and recruiter by trade she worked directly with clients for staffing as well as hiring directly for companies. She was responsible for hiring, reference checks, level two background screenings and conducted weekly orientations. Also trained all clinical and administrative staff on healthcare regulations such as HIPPA and OSHA laws.
- Represented companies at numerous job fairs with creative recruiting techniques and traveled throughout the states attending training and sales seminars. While working in healthcare she has attended various fundraisers and participated in the Alzheimer's Awareness walk which is very personal to her.
- Allison has managed over 100 employees, clients, and prospects. Has always maintained ongoing relationships with everyone by continuously following up and delivering a remarkable experience to each and every contact.

Helen Blondel

Senior Executive Recruiter

Helen is a Recruiting and HR professional with years of progressive experience identifying individuals' strengths.

With a Bachelor of Science from Florida International University, she began her career after college as a Career Services Coordinator at a well-known Computer Sciences School, where she successfully placed 360+ executives in various professional capacities. She facilitated the hiring process for 50+ employers by providing recruiters relevant resumes of qualified applicants with timely follow up.



Professional Experience

- In her subsequent roles, she composed job descriptions and orientation checklists for over 200+ positions in the Transit, Transportation, Construction, Healthcare, and Hospitality industries. Helen also coordinated career fairs, orientations, and other company events.
- She has extensive experience with, and a strong respect for confidentiality, as she also specialized in Labor Relations for the most high-profile touristic property in Miami Beach. There, she maintained extremely sensitive employee information, listened to both sides of employee and employer concerns, reduced the number of union grievances on a monthly basis through effective communication with union representatives and thorough adherence to the Collective Bargaining Agreement, and ultimately resolved significant Labor issues that would otherwise have been escalated.
- With her years of experience leading orientations for new hires in the Heavy Civil Construction & Technology industries and beyond, she conducts 100+ interviews monthly for associate, entry-level, and executive-level roles. She is committed to matching jobseekers to their dream opportunities, and employers to their ideal candidates

Education

- Florida International University: Bachelor of Science Degree in Hospitality & Tourism.

Bekka Larson
Executive Recruiter

Since joining SEU, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions.



Professional Experience

- Project manager for local government, special district, and non-profit executive recruitments. Responsible for all facets of process including proposal interviews, all client meetings, creating marketing and advertising materials, conducting candidate screening interviews and developing finalist candidate interview processes.
- Assisted executive recruiting team in the recruitment of local government and public agency executives.
- Managed staff responsible for addressing escalated customer complaints. Negotiated and mediated pre-litigation settlements with attorneys, state regulators, and other state agencies, involving home improvement loans. Served as department fraud coordinator.
- Provided administrative support to SVP, including drafting correspondence, report writing, and special projects as assigned. Supervised department receptionist, responsible for interfacing with vendors and facilities management.
- Provided administrative and research support for private professional lobbying firm.
- Researched legislative bills, corresponded with professional association members regarding legislative proposals.

Education

- University of Central Florida: Bachelor of Science in Business Administration

Cheyenne Henderson
Executive Recruiter

Ms. Henderson has 10 years of professional consulting and marketing experience in public sector human resources, including experience in the areas of project management, marketing communications, administration, and employee recruitment. She has worked as a SEU consultant for more than ten years, where she has managed or completed a wide variety of projects for SEU subject matter experts and senior executive staff.



Professional Experience

- Conducts recruitments for various positions for public sector clients.
- Assisted the SEU Executive Search team as an Associate Recruiter. Wrote advertising copy, recruitment brochure text, did email outreach, built target candidate lists based on candidate requirements, researched other sources for outreach and candidate pools, conducted screening interviews, helped facilitate candidate interviews, and performed candidate reference checks.
- Served as liaison for internal business units collaborating on long-term marketing plans and strategies. Worked closely with unit managers, coordinators, vendors and staff support the organization's mission and direction.
- Managed SEU's Webinar Series. Worked with business units to develop monthly webinar calendar highlighting expertise of SEU consultants and diverse services. Moderates monthly sessions.
- Chaired Qualification Appraisal Panels (QAPs) for the Merit System Services contract. Lead structured interviews for social services candidates. Worked with panel members from client counties to ensure an unbiased rating process according to merit principles. Reviewed rating scales, discussed failing scores, and various types of rating errors with panel members. Served on rating panel.
- Conducted client visits to public agencies in FL and Georgia to ensure that client needs are met. Relayed any service issues or grievances to appropriate service manager. Informs and educates clients on SEU products and services. Researched online data to pursue potential new areas of growth.

Education

- University of Central Florida: Bachelor of Science in Industrial/Organizational Psychology



Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 218, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

STRATEGY & IMPLEMENTATION PLAN

June 4, 2021



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT
Work Plan – (*Scope of Services*)

As the successful contractor, we will provide you with the quality services and expertise our clients have come to expect. We have a strong history of recruiting diversified workforce as it is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to all applicants and team members

“The Company provides equal opportunity in all of its recruitment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, domestic partner status, pregnancy, age, medical condition, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws”.

Our Management Services Feature:

- Designing a customized recruitment strategy to match your history and leadership patterns, current issues and future challenges;
- A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 10 to 20 days. We can expedite the search if desired, and will work with the Project Manager and Board of Directors’ meeting schedules as needed;
- An extensive, narrative-written job profile including your organization’s history and leadership patterns, current issues, and future challenges of the job;
- A recruitment process and approach that includes advertising, but also relies more upon aggressive networking than passive advertising;
- A large pool of applicants who meet the minimum qualifications and a targeted, diverse pool of qualified, proven candidates for interview;
- Comprehensive reference and background checking;
- Ongoing quality review of project deliverables, time and service benchmarks, weekly status reports, candidate reports, and coordination/communication between Sunshine Enterprise USA and the Hiring Manager and Selection Committee;
- Personal guidance and assistance to the Clients, Board, Selection Committee, Human Resources, Departmental representatives, and other staff that facilitates interviews, candidate travel, evaluation of candidates, decision-making, relocation, negotiations, and employment agreement assistance with the candidate selected.

Task Summary – General Approach:

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with the Clients’ Selection



Committee, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

Please see “Project Team and Resumes” for our firm’s work team assignments. At each stage, we provide written materials, training, and explanations as needed. Although we follow a clear strategic work plan and closely monitor agreed upon tasks and goals, we also believe that, in the long term, results are most important.

The following Tasks and Outcomes address the general approach and services provided:

- **Scope of Services**

The scope of services will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and development of a position profile/brochure; candidate contacts/evaluation, screening, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the Board, the Selection Committee and appropriate designated staff.

- **Key Meetings**

We will also meet with The Selection Committee, designated staff, community/public representatives, and other key stakeholders at the beginning of the contract to identify major issues the future hires will face; determine the critical qualifications for the position(s) as identified by you; establish specific timelines; and collect information to develop the search criteria and develop a search profile. We would also anticipate at least two later meetings to discuss/review the written Progress Report (Leading Candidates), and participate in final interviews (Final Report).

- **Advertising**

Appropriate advertising will be used. This includes hard-copy publications and electronic media and other organizations and publications specific to the type of position including to the job type as well as Industry web-site, local media, etc. Please note, however, that in our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on the networking and personal contacts. Our recruiters use a variety of sourcing methods which include both technology-based resources as well as more traditional sources, such as networking and employee referrals.

Local Sourcing

Our search begins in the local community where our candidates live and work.

- Community Resources.
- Veterans Events and Resources
- Employee Referrals
- Passive Job Seekers
- Local newspaper, radio stations and TVs
- Billboards
- LinkedIn
- CFMA
- CSMFO
- NFBPA
- Governmentjobs.com
- International Hispanic Network
- USAjobs.com
- Universities
- Community Colleges



Niche Sourcing

Our focused sourcing allows us to become experts in terminology, nuances and regulations of each industry.

- Diversity Resources
- Professional Organizations
- Targeted Advertising and Job Fairs

Internet Sourcing

We use state of the art recruiting systems, industry job boards and social networking sites to reach job seekers online.

- Industry Job Boards
- Advanced Search Techniques

By focusing our recruiting efforts on Local, Niche and Internet sourcing, we can ensure that you receive the only best qualified candidates.

The Advertising and Recruitment stage includes ad placement, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement/ Social Media and Marketing of Position

The Executive Recruiter and client work together, to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Ongoing Communication with Applicants and Prospects

Sunshine Enterprise USA communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which Sunshine Enterprise USA excels. Sunshine Enterprise USA also utilizes Google Alerts for each client organization and provide updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.

• Initial Candidate Screening

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview and reduce (with your input) to a list of screened finalists.



Success Profile

The desired skills, experience and temperament critical to successful performance are all factors of the Success Profile.

Phone Screen

An initial telephone screen verifies a candidate's overall availability and fit as a contract employee. We address ability to perform the position and establish availability for the duration of the position. If we feel the employee is a good match, we will set up an appointment for a personal interview.

- **Interview Process**

In addition to our telephone interview/screening/assessment of candidates, and face-to-face or video conferences with potential finalists, we will assist with the interview process as well as provide negotiation support.

In-Depth Personal Interview

Every candidate will be personally interviewed in our office to ensure he/she possesses the qualifications, experience and temperament required for the position. The recruiter evaluates the candidate's ability to perform the position, establishes availability for the start date and duration of the assignment, and verifies the candidate's previous salary history and current salary requirements.

Follow-Up Interview

The candidate is interviewed a second time, either over the phone or in person. The purpose of this interview is to review the position and its requirements and assure again that the candidate is capable and willing to meet job expectations of Sunshine Enterprise USA and The Client.

Assessments (DiSC and I-OPT)

It is critical for you to know as much as you can about your new employees, managers, executives before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.

Sunshine Enterprise USA uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.



- **Candidate Screening**

Together with the designated staff/contacts, we will reduce the pool of candidates to a list of no more than 15 semi-finalists and from there to approximately five or six (5-6) screened candidates for interview. Summary information will be provided on the leading candidates to include – background, achievements & strengths, etc. We also conduct initial reference and social media checks on the top candidates invited for interviews. A complete background and reference check will be conducted on the final candidate.

- **Reference & Background Screening**

Applicant information is verified via discussion with the applicant, peers, colleagues, subordinates, bosses, news media, review of reports & documents, writing samples, background screening and references, education & employment verification, telephone, video conference and/or face-to-face meetings/interviews, and other means including occasional psychological testing and assessment centers. DMV, Criminal, Credit and other background checks are also completed.

Employment and Reference Verification

A minimum of five reference checks will be performed for each candidate before he/she is placed on a contract. The references we obtain are recent, relevant to the position and from a direct supervisor. We verify dates of employment, job description and assess overall ability through contact with each reference and employers.

- **Selection Process**

Selection is made using all of the above plus an interview(s) between the candidate(s) and you. We also involve the candidate's family and significant others in the process as appropriate. During the interview and screening process, we will consult and assist you with screening including rating and other tools.

- **Offer Negotiations**

We work closely with the final candidate(s) and you to help negotiate an offer, acceptance, employment agreement/contract, starting date, etc. This often includes assistance drafting offer letters, compensation/benefit research, contract/agreement review, discussion with legal counsel when appropriate, and individual negotiation. We make it a point to be available to help both the final candidate and you to reach an amiable conclusion that ends with confidence and enthusiasm on both sides.

- **The Hiring Manager, Selection Committee, Human Resources & Appointing Authority**

As noted earlier in this proposal, we have worked with hundreds of public sector and private sector clients including cities, counties, states, the federal government, and numerous utilities, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen's groups, State, Local and Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The Client, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of The Client, criteria relevant



to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/ brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well-informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.

- **Search Closure/Sign-offs**

At the end of the search, all applicants will be appropriately notified of the result in a professional manner that reflects well on the client.

- **Quality Control/Assurance**

All work done as part of any and all search or consulting work for the Client will be subject to quality assurance, quality monitoring, quality improvement, task review and/or confirmation, and standards review as part of current Sunshine Enterprise USA's Policy and Operating standards. Overall supervision is provided by the President of the company with support from the Executive Vice President and Vice President/General Counsel as needed. We will establish benchmarks in conjunction with the Client as required or appropriate.

- **End-to-End Requisition Lifecycle**

Vacancy Management	<ul style="list-style-type: none"> • Notification of open vacancies • Monitor requisition process through the applicant tracking system for approval • Manage internal applicants if necessary • Develop external postings with hiring manager • Post vacancy to Government websites, career page, jobs boards selected through program agreement • Manage and update all candidate flow and vacancy status for open vacancies using the applicant tracking system • Close vacancy and remove from external posting upon start date
Candidate Sourcing	<ul style="list-style-type: none"> • Create branding messages that address WHY, WHO, Objectives and FAQ's • Work collaboratively with CalOptima to provide clear business requirements and recommendations to improve the candidate experience and career site • Engage in ongoing pipeline/building networks for reusable skill-sets • Leverage national job boards, niche job board sites, relationship with professional associations • Provide best-in-class supplemental position recommendations • Use of social media channels to build and manage employment brand • Host job fairs, colleges & Universities career fairs and community events as necessary.
Candidate screening/Disposition	<ul style="list-style-type: none"> • Perform phone screens to identify most qualified candidates • Screen candidates utilizing tools and/or recruiters consistent with agreed upon hiring criteria • Send disposition communication to all candidates that are not qualified
Candidate presentation/Submittals	<ul style="list-style-type: none"> • Provide shortlist of candidates for consideration to hiring manager • Manage communication with hiring manager to provide real-time



& Certifications	requisition updates • Provide research and date to hiring manager that supports recruiting activity
Interview Logistics	• Schedule all phone, video and in-person interviews with hiring team • Manage all travel requests and logistics for in-person interviews
References/ Drug Testing/ Background Screening/Badges/ Clearance Processing	• Perform reference checks using agreed upon process • Initiate drug testing and background check screening per the policy • Facilitate clearance checks, if required
Offer Management	• Develop employment offer terms with hiring manager to include but not limited to compensation, education and health benefits • Extend verbal offer to selected candidate • Compose offer letter and facilitate hiring manager review and approval process • Deliver offer letter to applicant • Manage all offer negotiation communication between applicant and hiring manager
Onboarding	• Send onboarding forms and start date, logistics, instructions along with the company policy to the new hires. • Collect forms designated as required prior to and on start date • Help to coordinate first day experience
Performance Management	• Provide real time reporting and metrics • 14 & 45 days review with new hires then shared with hiring manager • Monthly and quarterly partnership reviews to include: SLA performance, candidate and requisition data, key messaging and highlights, and recommendations for program enhancement

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 218, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

REFERENCES

June 4, 2021



June 4, 2021

Grand Junction City Hall
 250 North 5th Street
 Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

List of verifiable references

<p>1. Tim Johnson Chief Operating Officer Superior Construction 1455 Louis Sullivan Dr Portage, IN 46368 O. 219.787.0850 M. 219.313.3230 TJohnson@superiorconstruction.com</p> <p>Direct hires of (2) Project Managers (\$145K/Year) and (7) Engineers (\$80K/Year) & (1) Supervisors (\$130K/Year) Date of Services: Since July 2020</p>	<p>2. Josh Kistner Quality Control Manager / Controls Manager Superior Construction 1455 Louis Sullivan Dr O. 219.787.0850 M. 219.238.2615 jkistner@superiorconstruction.com Direct hires of Quality Control (\$65K/Year) and Information Officer (\$85K/Year) Date of Services: Since July 2020</p>
<p>3. Jeff Sevigny Sr Vice President of Operations 6920 Asphalt Avenue, Tampa, FL 33614 Office: (813) 868-7719 Cell: (813) 447-1045 Jeffs@pcscivilinc.com Direct hires of (3) Foremen (\$65K/Year) & (1) Lead Mechanic (\$59K/Year) Date of Service: Since August 2019</p>	<p>4. Al Aponas SE President The Middlesex Corporation One Spectacle Pond Road Littleton, MA 01460 aaponas@middlesexco.com Office: 407-515-3560 Cell: 508-726-2582 Fax: 407-206-0074 Date of Services: Since June 2014</p>
<p>5. Daniel Berg, SPHR Human Resources Manager Orion Marine Group 1715 N. Westshore Blvd Ste 875 Tampa, FL 33607 O: 813.835.2839 C: 813.466.4644 F: 813.831.7498</p> <p>Direct hires of (1) Project Manager (\$130K/Year) Date of Service: Since August 2019</p>	<p>6. Sharon L. Marsh, SPHR, SHRM-SPC Human Resources Manager 10210 Highland Manor Dr., Suite 110 Tampa, FL 33610 T (813) 699 5920 F (813) 699 5920 M (813) 753 9370 slmarsh@princecontracting.com</p> <p>Direct hire of (1) Human Resources Assitant (\$55K/Year) Date of Service: Since January 2020</p>

Other references available upon request.



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

ACCEPTANCE OF BID SCOPE OF WORK, SPECIFICATIONS, PERFORMANCE
REQUIREMENTS, RESPONSIBILITIES, CONDITIONS AND CONTRACT TERMS
CONFLICT OF INTEREST

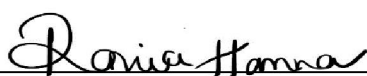
We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, herby confirms our acceptance of contract form in all general and specific terms, conditions ("T&C"), schedule, budget for the project and articles **without any exceptions and/or reservations.**

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, herby confirms that we **DO NOT** charge fees to an applicant for our services.

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, herby confirms our ability to recruit and staff all types of positions including but not limited the ones listed in the bid.

We, Sunshine Enterprise USA hereby set various parameters and tools to measure clients' satisfaction.

We, Sunshine Enterprise USA hereby confirms that we have no conflict of interest with any person or entity that is involved with this solicitation in a direct or indirect manner.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 218, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

FEE PROPOSAL

June 4, 2021

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that:

1. Sunshine Enterprise USA Offers TWENTY percentage (20%) First Year Salary charge that Client can be invoiced per each professional position that is filled. (i.e. Director of Human Resources base salary \$150,000 x 20% = \$30,000. Client will be invoiced for the amount of \$30,000).
2. Sunshine Enterprise USA agrees that the cost must be all inclusive to include agency travels, up to two trips to the Client, lodging, and other expenses. Cost is to include criminal background checks, credential checks including educational credentials, and credit/financial checks on selected candidates to be interviewed by Client.
3. Sunshine Enterprise USA agrees that the cost incurred by actual candidates interviewed by Client's Staff will be paid separately to Sunshine Enterprise USA and according to the Client's guidelines. (Ex: airline tickets, lodging, meals, car rentals, lodging, meeting rooms for interviews and catering services. This list is not all inclusive, to the Client's may request additional services to be provided for the interviewees as needed. Sunshine Enterprise USA will invoice the Client's for the candidate's expenses without any mark-up fees. the Client will pay Sunshine Enterprise USA for all approved expenses.
4. Sunshine Enterprise USA agrees to be responsible for all out of pocket expenses such as: clerical, administrative support, travels including up to two (2) visits to the Client if required, all advertising expenses, lodging, meals, rentals cars, and any other soft cost expenses necessary to complete the search.
5. Re-initiate a one-time additional executive search, at no fee to the Client, if a successful candidate is not located or if a successful candidate leaves the employment of the Client within a year of placement.
6. All of the advertising fees are to be included in the 20% markup fee based on the salary of the open position.
7. Professional fees for the search are billed in three equal installments during the course of the search. The initial installment is billed after the Organizational Inquiry and Analysis is completed and the position profile has been created. The second installment is billed when semifinalists are selected. The final installment is billed at the conclusion of the search. Expense (reimbursable) items and supplemental services will be billed with each of the three installments, as appropriate.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

**FINANCIAL CAPABILITIES, RESOURCES, CUSTOMER SERVICES AND
QUALITY CONTROL**

Sunshine Enterprise USA "Bidder" hereby warrants that we are financially strong and stable and have the necessary resources, human and financial, bonding capacity to provide the services at the level required by the Clients.

Sunshine Enterprise the strong financial strength to do business with the Client. Efficiency and cost control are keys of SEU success. SEU Management Team monitors the financial strength of the business on an on-going basis. Placing increased focus on the key areas of business profitability, liquidity and solvency to have a positive impact on our financial strength and bottom line. One of our best attributes are:

- Strong employee attitudes.
- Excellent customer service.
- Large market share.
- Personal relationships with customers.
- Highly efficient, low-cost operation.
- High integrity.

Sunshine Enterprise USA assigns, if we are the successful bidder, Sam Faragalla to be the one person designated to act as primary liaison between the Sunshine Enterprise USA and the Hiring Manager. In addition, an alternate will be designated to act in the temporary absence of that primary liaison.

We hereby confirm that we do not have any financial shortfalls including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs which have occurred within the last years and/or any material pending or threatened litigation.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

SECTION 7.0: SOLICITATION RESPONSE FORM
Offeror must submit entire Form completed, dated and signed.

Proposed Fee for recruiting services: _____% of annual salary upon hire.

The City reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of _____ percent of the net dollar will be offered to the City if the invoice is paid within _____ days after the receipt of the invoice. The City reserves the right to take into account any such discounts when determining the bid award that are no less than Net 10 days.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: N/A.

It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.

Sunshine Enterprise USA, LLC

Company Name – (Typed or Printed)

Authorized Agent Signature

Address of Offeror

(407) 308-7989

Phone Number

Sam Faragalla

Authorized Agent – (Typed or Printed)

Vice President

Title

Maitland, Florida 32751

City, State, and Zip Code

Samf@seu-usa.com

Email

SECTION 7.0: SOLICITATION RESPONSE FORM
Offeror must submit entire Form completed, dated and signed.

Proposed Fee for recruiting services: 20 % of annual salary upon hire.

The City reserves the right to accept any portion of the work to be performed at its discretion

The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

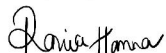
- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of 1% percent of the net dollar will be offered to the City if the invoice is paid within 10 days days after the receipt of the invoice. The City reserves the right to take into account any such discounts when determining the bid award that are no less than Net 10 days.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: 1 dated May 27, 2021

It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.

Sunshine Enterprise USA LLC
Company Name – (Typed or Printed)



Authorized Agent Signature

500 Winderley Pl. | Suite 218
Address of Offeror

407-636-2982
Phone Number

Rania Hanna
Authorized Agent – (Typed or Printed)

President
Title

Maitland, FL | 32751
City, State, and Zip Code

raniah@seu-usa.com
Email



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

Service Guarantee
POLICY REGARDING POSSIBLE OUTCOMES GUARANTEES

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms that in the event the employee's employment with the Client is terminated for any reason (voluntary or involuntary) within one year of hire, the Sunshine Enterprise USA will, at the Client's request, initiate a new search at a discounted fee, according to the following schedule:

1. Employment is terminated within three (3) months of employee's hire date – no fee will be charged to the Client.
2. Employment is terminated within four to six (4-6) months of employee's hire date, the Client will receive a discount of fifty percent (50%) off the original fee for this search.
3. Employment is terminated within six to twelve (6-12) months of the employee's hire date, the Client will receive a discount of twenty-five percent (25%) off the original fee for this search.

Five Way Guarantee

Sunshine Enterprise USA provides the strongest guarantee in the industry.

1. Our price is our price. You will never be charged an additional fee because we need to come to another meeting or spend extra time.
2. You always have 24/7 cell phone and email access to the executive recruiter and President.
3. If you do not find the right candidate, we will start the process over with no additional professional fees.
4. If we place a candidate who stays less than 90 days, we will conduct the search again at for no additional professional fees.
5. If we place a candidate with you, we will not directly solicit them for another job.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

ASSIGNMENT OF INTEREST

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that we shall not assign nor transfer any interest in this contract to a third party.

We hereby agree and confirm on hiring MWBE subcontractor(s) and all services provided is totally under the supervision of Sunshine Enterprise USA.

Signature: *Rania Hanna*

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

ALTERNATE PROPOSAL

NO ALTERNATE PROPOSAL(S) UNDER OUR SUBMISSION HEREWITH,
HEREIN AND/OR HEREINAFTER TECHNICALLY AND/OR COMMERCIALY.

Signature: _____

Rania Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



June 4, 2021

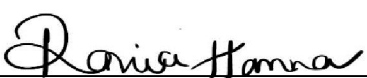
Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

CONFIDENTIALITY AND CONFIRMATION

We hereby agree to accept with the bid document and related correspondences as well as all data results obtained in the course of Staffing and Recruitment Services as strictly confidential information and cannot be reproduced or used for other purposes than preparation of bid through our channels unless strictly authorized by The Client.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

Certifications and Licenses

Sunshine Enterprise USA agrees, if we are the successful bidder, that is/to be certified/licensed for the types of services specified and proposed and provide copies of all applicable certifications or licenses.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



June 4, 2021

Grand Junction City Hall
250 North 5th Street
Grand Junction, CO 81501

RECRUITMENT FOR DEVELOPMENT ENGINEER
RFP Number: RFP-4890-21-SH

Purchasing and Hiring Committee:

BIDDER'S FACILITIES & SUPPLY BASE

Sunshine Enterprise USA, have the following facilities:

Purpose of Facility	Location	Description of major equipment
• Head Office /Administration	500 Winderley Pl., St 218, Maitland, FL 32751	Technical Supply & Office

Signature: _____

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 218, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

ADDENDUM

June 4, 2021



Purchasing Division

ADDENDUM NO. 1

DATE: May 27, 2021
FROM: City of Grand Junction Purchasing Division
TO: All Interested Parties
RE: Recruitment for Development Engineer RFP-4890-21-SH

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following:

Question 1: Do we have the option to submit an all-inclusive fee or is submitting a professional fee based on a percentage of the annual salary the only option?

Answer: An all-inclusive fee is acceptable but will only be paid upon hire of your applicant. The City will not pay for work that does not lead to a hire.

The original solicitation for the project referenced above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in blue ink that reads "Susan J. Hyatt".

Susan Hyatt, Senior Buyer
City of Grand Junction, Colorado



Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 218, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

INSURANCE

June 4, 2021

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com

NELSON'S



INSURANCE SERVICES

November 5, 2020

To Whom;

This letter is to certify that Sunshine Enterprise USA LLC currently has the following types of Insurance policies in force;

General Liability: \$1,000,000 coverage amount

Hired/Non-Owned Auto Liability: \$1,000,000 coverage amount

Employers Professional Liability: \$1,000,000 coverage amount

Workers Compensation: \$1,000,000 coverage amount

Furthermore, our agency has the ability to secure any additional 'Staffing Firm' related policies that may be required in the future.

Respectfully;

DocuSigned by:



2253108949EF4C9...

Michael Schmidt

Commercial Account Manager

Nelson's Insurance Services

10 N. Park Ave. • Apopka, Florida 32703
(407) 886-7553/Fax (407) 814-9492
Toll Free 1-866-236-3576





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Nelson's Insurance Services 10 North Park Avenue Apopka FL 32703		CONTACT NAME: Michael Schmidt PHONE (A/C No. Ext): 407-886-7553 E-MAIL ADDRESS: mike@nelsonsinsurance.com FAX (A/C, No): 407-814-9492	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Zurich Insurance	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED Sunshine Enterprise USA LLC 2759 Meadow Sage Court Oviedo FL 32765			

COVERAGES

CERTIFICATE NUMBER: 20200716111541601

REVISION NUMBER:

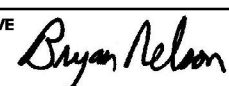
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PRA 0991780-00	8/1/2020	8/1/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Professional Liability/EPLI						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Abuse & Molestation	Y	Y				PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							Fire Legal Liability \$ 100,000
A	AUTOMOBILE LIABILITY			PRA 0991780-00	8/1/2020	8/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS	Y	Y				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input type="checkbox"/> UMBRELLA LIAB			UMB 0369977-00	8/1/2020	8/1/2021	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 2,000,000
DED							\$
RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N	N/A				OTHER
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Crime-Employee Dishonesty			PRA 0991780-00	8/1/2020	8/1/2021	Ded: \$1,000
							\$500,000/Loss Sustained Basis

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is also Additional Insured for both Premises & Operations and Products & Completed Operations/Blanket contractual liability/Primary & Non-contributory with any insurance or self-insurance maintained by or available to County/Coverage for property in care, custody, control Project/Contract Specific Limits. Excess Liability: Primary & Non-contributory coverage/Project, contract specific limits. Umbrella is 'Follow Form' for all underlying coverage.

CERTIFICATE HOLDER**CANCELLATION**

County of Volusia/Purchasing & Contracts Div. 123 W. Indiana Avenue, Room 30 Deland FL 32720	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NELSONS INS SERVICES INC 10 N PARK AVE APOPKA FL 327035934 79JYS	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURER A: FLORIDA W.C. JUA			
INSURER B:			
INSURER C:			
INSURER D:			
INSURER E:			
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

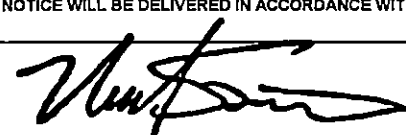
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL \$ PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> AGGREGATE <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	DED RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			(6FR13UB-5759B31-9-20)	04-10-20	04-10-21	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L.DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WAIVER OF SUBROGATION

CERTIFICATE HOLDER CANCELLATION

THE CITY OF OCALA CITY AND TOWN MANAGERS' OFFICES 110 SE WATULA AVENUE-CITY HALL OCALA FL 34471	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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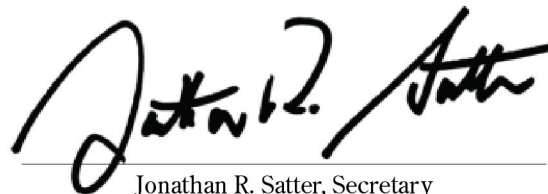
©1988-2015 ACORD CORPORATION. All rights reserved.

State of Florida

Woman Business Certification

Sunshine Enterprise USA LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
02/23/2021 to 02/23/2023



Jonathan R. Satter, Secretary
Florida Department of Management Services



CITY OF MAITLAND
 FINANCE DEPARTMENT
 1776 INDEPENDENCE LANE
 MAITLAND, FL 32751

SUNSHINE ENTERPRISE USA LLC
 SAM FARAGALLA
 2759 MEADOW SAGE CT
 OVIEDO, FL 32765

This is your Local Business Tax Receipt, formerly known as an Occupational License. Please detach the receipt below and post in a conspicuous place. If you have any questions about your receipt please contact 407-539-6253.

If this is a new business tax receipt, you must now proceed to obtain a tax receipt from Orange County also. You may call the County at 407-836-5650 or visit their website at www.octaxcol.com for more information.



CUT HERE

CITY OF MAITLAND, 1776 INDEPENDENCE LANE, MAITLAND, FL 32751

LOCAL BUSINESS TAX RECEIPT # 14262

EFFECTIVE: 10/01/19

EXPIRATION: 09/30/20

LOCATION: 500 WINDERLEY PL #220

SUNSHINE ENTERPRISE USA LLC

CATEGORY: BUSINESS

TYPE: SERVICES; PERSONNEL SUPPLY SERVICES

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

POST IN A CONSPICUOUS PLACE

NOT VALID UNLESS SIGNED BY CITY OFFICIAL

Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2019

EXPIRES 9/30/2020

3100-1218476

3100 STAFFING AGENCY

\$15.00

6 EMPLOYEES ;

TOTAL TAX	\$15.00
PREVIOUSLY PAID	\$15.00
TOTAL DUE	\$0.00



HANNA RANIA G

SUNSHINE ENTERPRISE USA LLC
 2759 MEADOW SAGE CT
 OVIEDO FL 32765

500 WINDERLEY PL #220
 E - MAITLAND, 32751

PAID: \$15.00 2006-06110468 6/16/2020

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.



Minority and Small Business Development

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

Sunshine Enterprise USA, LLC

is hereby certified as a

Women Business Enterprise (WBE)

In the following specialty(ies)

Employment Agency and Search Firm Service

The certification is valid from July 1, 2020 to July 1, 2022

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

**Gregory K. Hart, Manager
Minority and Small Business Manager**



GREATER ORLANDO AVIATION AUTHORITY



Florida Unified Certification Program

Certificate of Eligibility Disadvantaged Business Enterprise (DBE) Airport Concessions Disadvantaged Business Enterprise (ACDBE)

Sunshine Enterprise USA, LLC

MEETS THE REQUIREMENTS OF 49 CFR, PART 26 and PART 23

APPROVED NAICS CODES:

541612 – 561311 – 561312

Note: There may be other Approved NAICS Codes. The online DBE Directory includes a complete list of Approved Codes.

By: George I. Morning, GOAA - Small Business Development



ANNIVERSARY DATE - Annually on December 17, 2020

Orlando International Airport
5850 B Cargo Road
Orlando, Florida 32827-4399
Phone: (407) 825-7133
Fax: (407) 825-3004

June 4, 2020

Mrs. Rania Hanna
Sunshine Enterprise USA, LLC
2759 Meadow Sage Court
Oviedo, FL 32765

**Disadvantaged Business Enterprise (DBE) Certification
Airport Concessions Disadvantaged Business Enterprise (ACDBE) Certification
Anniversary Date: December 17, 2020**

Dear Mrs. Hanna:

The Small Business Development Department of the Greater Orlando Aviation Authority (Authority) is pleased to announce that your firm, **Sunshine Enterprise USA, LLC** has been certified as both a **Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE)** in accordance with **49 CFR, PART 26 and 23**.

Your firm has been certified under the North American Industry Classification System (NAICS) Codes listed on page 2 of this letter.

Your firm will be listed in **Florida's Unified Certification Program (UCP) DBE Directory** which can be accessed via the Florida Department of Transportation's (FDOT) website at <https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>. As long as the firm is listed as a **DBE/ACDBE** in Florida's UCP DBE Directory, it is considered **DBE/ACDBE** Certified by all Members of the Florida UCP.

DBE/ACDBE certification is NOT a guarantee of work, but enables the firm to compete for, and perform, contract work on all USDOT Federal Aid (FAA, FTA, and FHWA) projects in Florida as a **DBE/ACDBE** contractor, sub-contractor, consultant, and sub-consultant or material supplier.

DBE/ACDBE certification is continuing from the date of this letter. However, they are contingent upon the firm renewing its eligibility annually. Your current Anniversary Date is **December 17, 2020**. For continued eligibility, a **No Change Declaration (NCD)** form must be submitted to our office annually. While we will make every attempt to notify you prior to the anniversary date of your certification, it is ultimately your responsibility to provide a NCD to our office. You may complete your NCD online at <https://goaa.diversitycompliance.com>. To help facilitate the processing of your NCD prior to your anniversary date, **please submit your NCD and all required documentation ninety (90) days in advance of your anniversary date**. Failure to timely submit your annual NCD may result in the removal of your firm as a **DBE/ACDBE**.

If there is a material change in the firm, including, but not limited to: ownership, officers, directors, scope of work being performed, daily operations, affiliations with other businesses or individuals or physical location of the firm, you must promptly notify this office in writing. Notification should include supporting documentation.

Page - 2

June 4, 2020

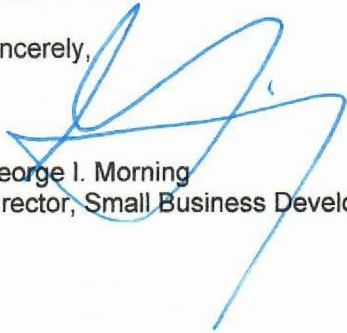
Rania Hanna
Sunshine Enterprise USA, LLC

Sunshine Enterprise USA, LLC is Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Certified by the Greater Orlando Aviation Authority under the following NAICS Commodity Codes/Area(s) of Specialty:

NAICS 541612: HUMAN RESOURCES CONSULTING SERVICES
NAICS 561311: EMPLOYMENT PLACEMENT AGENCIES
NAICS 561312: EXECUTIVE SEARCH CONSULTING SERVICES

Congratulations on your certification. Your current anniversary date is **December 17, 2020**. Please contact our office at 407- 825-7133 or certifications@goaa.org if you have any questions or if we can be of any assistance.

Sincerely,



George I. Morning
Director, Small Business Development Department



Orlando International Airport
5850 B Cargo Road
Orlando, Florida 32827-4399
Phone: (407) 825-7133
Fax: (407) 825-3004

October 28, 2019

Mrs. Rania Hanna
Sunshine Enterprise USA, LLC
2759 Meadow Sage Court
Oviedo, FL 32765

Minority/Women Business Enterprise (M/WBE) Certification
Expiration Date: October 18, 2022

Dear Mrs. Hanna:

The Small Business Development Department of the Greater Orlando Aviation Authority (Authority) is pleased to announce that your firm, **Sunshine Enterprise USA, LLC** has been certified as a **Minority/Women Business Enterprise (MWBE)** under the Authority's Minority/Women Business Enterprise Policy.

MWBE certification is not equivalent and should not be construed as certification under the Authority's Disadvantaged Business Enterprise (DBE) or Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policies promulgated pursuant to the Department of Transportation's regulations, or the Authority's Local Developing Business (LDB), Small Business Enterprise (SBE) or Veteran Business Enterprise (VBE) Policies.

MWBE certification is NOT a guarantee of work, but enables the firm to compete for, and perform, contract work on all Authority projects as an **MWBE** contractor, sub-contractor, consultant, sub-consultant or material supplier.

Your company's **MWBE** certification with the Authority will be effective through **October 18, 2022**. For re-certification at the end of this period you must reapply for M/WBE certification. Your **renewal application** should be submitted ninety (90) days prior to expiration of your current certification. You may complete your renewal application online at <https://goaa.diversitycompliance.com>. **Failure to submit your renewal application ninety (90) days in advance of your expiration may result in a lapse in your certification.**

If there is a material change in the firm, including, but not limited to: ownership, officers, directors, scope of work being performed, daily operations, affiliations with other businesses or individuals or physical location of the firm prior to your renewal date you must promptly notify this office in writing. Notification should include supporting documentation.

Congratulations on your **MWBE** certifications. Please contact our office at 407-825-7133 or certifications@goaa.org if you have any questions or if we can be of any assistance.

Sincerely,


George I. Morning
Director, Small Business Development Department

State of Florida

Department of State

I certify from the records of this office that SUNSHINE ENTERPRISE USA L.L.C. is a limited liability company organized under the laws of the State of Florida, filed on June 29, 2017, effective July 1, 2017.

The document number of this limited liability company is L17000140922.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on January 13, 2020, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirteenth day of January,
2020*



Samuel R. Bee

Secretary of State

Tracking Number: 1247428651CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Sunshine Enterprise USA LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
<input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<input type="checkbox"/> Other (see instructions) ▶	
5 Address (number, street, and apt. or suite no.) See instructions. 2759 Meadow Sage Court	Requester's name and address (optional)
6 City, state, and ZIP code Oviedo, FL 32765	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	2	-	2	0	1	3	5	4	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Rosie Hanna</i>	Date ▶ 3/9/2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.